

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Standard MWR NAF PD		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is 12. Sensitivity <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> Managerial <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Maintenance Worker		NA		4749		08	
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment				c. Third Subdivision					
a. First Subdivision				d. Fourth Subdivision					
b. Second Subdivision				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>				<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature _____ Date _____				Signature _____ Date _____					
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>				22. Position Classification Standards Used in Classifying/Grading Position OPM FWS JGS Maintenance Mechanic 4749 TS-30 May 74					
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature _____ Date 12-31-01									
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Maintenance Worker **POSITION NUMBER** 01-028A

JOB SERIES: 4749 **PAY LEVEL:** NA-8

Summary of Duties: Performs work in at least two of the following trades in the maintenance and repair of grounds, exterior structures, buildings, and related fixtures and utilities:

Plumbing: Makes plumbing repairs that can be accomplished by removing, cleaning, resealing, replacing defective parts or units of utility, supply, and disposal systems, and installs and modifies simple plumbing lines (PVC) in watering systems by laying out the lines, determining routing, etc., to ensure proper operation. Installs water heaters, garbage disposal units, faucets, and sinks.

Air Conditioning: Installs, recognizes cause of faulty equipment, makes repairs on a variety of domestic and commercial refrigeration and air condition units and systems such as walk-in and reach-in coolers, refrigerators, ice cream cabinets, deep freezers, evaporative coolers, attic and evaporative fans, and other equipment of comparable complexity.

Electrical: Repairs are accomplished by removing, replacing, tightening, splicing, soldering, and insulating, defective wiring, controls, equipment, and fixtures such as broken and bare wiring, burned out switches and relays, loose connections and fittings, damaged light fixtures, and poorly operating thermostats.

Observes required safety, sanitation, and hazardous waste disposal rules and regulations.

Operates vehicles to transport tools and materials to work site. Performs other related duties as assigned.

Skills and Knowledge: Two years of experience that demonstrates knowledge in the applicable combination of trades work sufficient to perform the duties of the position.

Possession of a valid state driver's license.

Responsibility: Works under general supervision. The majority of the work is performed independently where the incumbent makes decisions based on personal knowledge.

Physical Effort: Requires prolonged standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Lifts, carries and sets up materials and equipment weighing up to 40 lbs. Occasionally may handle materials and equipment weighing 50 lbs. And over.

Working Conditions: Work is performed both inside and outside and incumbent is exposed to dirt, paint vapors and fumes. Must wear issued protective gear.